

Alliance On Aging Salinas, California

Finance Manager Position Summary

Alliance On Aging is **seeking an experienced, detail-oriented, and collaborative Finance Manager** to oversee the organization's day-to-day financial operations. Reporting directly to the Executive Director, the Finance Manager is responsible for nonprofit accounting, financial reporting, budgeting, government contracts and grants management, payroll, human resources administration, compliance, and internal controls.

This is a hands-on leadership position requiring a strong understanding of nonprofit finance and **significant experience managing complex government contracts and grants**. The Finance Manager will work closely with program managers, grant staff, auditors, and external accounting partners to ensure financial integrity, regulatory compliance, and sound fiscal management.

Essential Duties and Responsibilities

Financial Management

- Manage the daily financial operations of the organization.
- Oversee accounts payable, accounts receivable, payroll, and general ledger activities.
- Prepare monthly, quarterly, and annual financial statements.
- Perform monthly reconciliations and oversee month-end and year-end close.
- Monitor organizational cash flow and prepare cash flow forecasts.
- Assist in developing and monitoring the annual operating budget.
- Prepare budget-to-actual analyses and financial reports for management and the Board of Directors.
- Maintain strong internal controls and accounting procedures in accordance with Generally Accepted Accounting Principles (GAAP).
- Coordinate annual financial audits and preparation of IRS Form 990.

Government Contracts and Grants Management

The successful candidate must have extensive experience managing government-funded contracts and grants.

Responsibilities include:

- Develop and monitor grant and contract budgets.
- Prepare financial reports for federal, state, county, and local funding agencies.
- Monitor grant expenditures to ensure compliance with funding requirements.
- Prepare reimbursement requests and contract invoices.
- Track restricted funding and grant allocations.
- Assist with contract amendments and budget revisions.
- Ensure compliance with Uniform Guidance (2 CFR Part 200) and applicable grant regulations.
- Maintain cost allocation methodologies.
- Support program managers in managing grant budgets and expenditures.
- Prepare documentation for fiscal monitoring visits and grant audits.
- Work closely with funding agencies to resolve financial reporting questions.

Human Resources Administration

Provide financial oversight and administration of Human Resources, including:

- Process and oversee payroll.
- Administer employee benefits and retirement plans.
- Coordinate employee onboarding and offboarding.
- Maintain personnel records and HR documentation.
- Ensure compliance with California labor laws and employment regulations.
- Coordinate workers' compensation, unemployment claims, and employment insurance.
- Assist with employee leave administration.
- Support recruitment, compensation, and employee relations activities.
- Maintain HR policies and procedures in collaboration with leadership.

Compliance and Administration

- Ensure compliance with nonprofit accounting standards and organizational policies.
- Maintain financial policies and procedures.
- Coordinate insurance renewals and organizational risk management activities.
- Support contract administration and vendor management.
- Assist with organizational budgeting and strategic financial planning.
- Recommend improvements to financial systems and operational processes.

Qualifications

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field. Advanced degree preferred.
- Minimum of five years of progressively responsible accounting or financial management experience.
- Minimum of three years of nonprofit accounting experience.
- Extensive experience managing government contracts and grants.
- Experience with nonprofit budgeting, financial reporting, and audits.
- Knowledge of fund accounting and restricted funding.
- Experience administering payroll and human resources.
- Strong knowledge of GAAP and nonprofit accounting principles.
- Advanced proficiency in QuickBooks Online, PayEntry, Microsoft Excel and accounting software.
- Exceptional analytical, organizational, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities while meeting deadlines.

Preferred

- CPA or CPA candidate.
- Experience with California nonprofit organizations.
- Experience with federal, state, county, and local government funding.
- Knowledge of Uniform Guidance (2 CFR Part 200), Single Audits, and indirect cost allocation.

- Experience with AAA and other Monterey County funders, human services, aging services, healthcare, or behavioral health organizations.
- Experience working with outsourced accounting firms and payroll providers.

Desired Competencies

The ideal candidate will demonstrate:

- Exceptional integrity and professionalism.
- Strong attention to detail and accuracy.
- Strategic thinking with a hands-on approach.
- Excellent customer service and interpersonal skills.
- Ability to build collaborative relationships across departments.
- Sound judgment and discretion with confidential information.
- Strong project management and organizational skills.
- A commitment to continuous improvement and operational excellence.

Compensation and Benefits

- Exempt Full Time position, pay range of \$120,000 to \$150,000 DOE.
- Alliance On Aging Employees working a minimum of 30 hours per week are eligible for a benefits package including health, dental, and vision insurance; a 403B retirement plan with 4% employer contribution after one year of continuous service; accrue two (2) weeks of vacation in years one - three, twelve (12) sick days per year, and sixteen holidays which includes the week between Christmas and New Years, (prorated for employees working between 30 and 40 hours).

How to Apply: No phone calls please.

Email your application: In the subject line put: **FINANCE MANAGER** plus your **First and Last Name**.

Attach a Cover Letter sharing your work experience, **Resume**, and **3 References**.

Send email to: MJ Donohue, Executive Director: mjdonohue@allianceonaging.org

*Alliance On Aging will only respond to qualified applicants who have been selected to be interviewed. **No phone calls please.**

About Alliance On Aging

For more than 55 years, Alliance On Aging has empowered older adults, people with disabilities, caregivers, and families throughout Monterey County to live with dignity, independence, and purpose. Through programs including HICAP, Senior Peer Counseling, Ombudsman Services, Benefits Counseling, Transportation Resources, Healthy Brain

initiatives, The HUB and community outreach, Alliance On Aging is a trusted leader in serving our community's aging population.

Alliance On Aging is an Equal Opportunity Employer and welcomes applicants from all backgrounds who share our commitment to serving older adults with compassion, integrity, and excellence.